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### Minutes, College of Arts & Sciences Faculty Meeting, May 27, 1942

Arts & Sciences Faculty

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## MEMORANDUM

To the Faculty

May 27, 1942

From the Faculty Administrative Board

Subject: Proposed Revision of the Schedule for the  
Conference Plan

So that the Faculty may be informed as to an important proposal which will be made at faculty meeting Friday, May 29, the following memorandum is being circulated to all the teaching staff:

The Faculty Administrative Board recommends to the Faculty adoption of the following plan proposed by the Schedule Committee, in order not only to give needed flexibility to our schedule during the present emergency but also to insure a more efficient operation of our present system in the fields of class discussion and individual conference.

It is proposed that Rollins College adopt as an emergency measure a one-hour class period and that each instructor shall set aside an hour in addition to each class period for individual or small group conferences with his students. These conferences should be scheduled by the instructor at definite times for each student, and the number of conferences held with each student during the term should be recorded on the grade card. Meeting these conferences would carry the same obligation as class work. It is to be understood that the student will spend at least one hour in preparation for each class period.

In coming to its acceptance of this proposal the Faculty Administrative Board was influenced by the special problem now facing the College. The war emergency, entailing a reduced staff, the introduction of defense courses, and the necessary adjustment because of the requirements of the Army and Navy in physical education and academic subjects, makes a simplified schedule desirable.

*When <sup>do</sup> you want your classes to meet?*



MINUTES OF THE FACULTY for May 27, 1942

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The sixth meeting of the Rollins College Faculty for the year 1941-42 was called to order by President Holt at 4 p.m., Friday, May 27, in Knowles 523.

The following members were present: President Holt, Mr. Apgar, Mr. Bailey, Dr. Beatty, Dr. Bradley, Mr. Brown, Miss Cameron, Mrs. Campbell, Mr. Charmbury, Dr. Clarke, Dean Cleveland, Mr. de Noue, Mrs. Dougherty, Mr. Dougherty, Dean Enyart, Dr. Firestone, Mr. Fischer, Dr. Fort, Dr. France, Mr. Granberry, Mr. Hanna, Dr. Hasbrouck, Mr. George Holt, Mr. Honaas, Dr. P. Hutchings, Dr. W. Hutchings, Mr. Ibbotson, Mr. Kvam, Mrs. Lamb, Mr. Langdon, Mr. McKean, Dr. Melcher, Mr. Mendell, Miss Ortmayor, Miss Packham, Miss Ritch, Miss Shor, Mr. Siewert, Dr. Smith, Dr. Starr, Mr. Steel, Dean Stone, Mr. Trampler, Mr. Trowbridge, Dr. Waddington, Dr. Waite, Mr. Wattles, Miss Weber, Mr. Weinberg, Dr. Young, Miss Treat.

By special invitation Robert Whiston reported on a program for parents for Commencement Week and asked the faculty to cooperate by giving lectures or other programs. Suggestions may be sent to the Dean of Men and the Dean of Women.

President Holt introduced Miss Anne Cleveland and announced that she would be in the Art Department next year. He also congratulated Mr. Kvam on the new arrival in his family.

Miss Treat presented the following students as candidates for degrees, subject to the satisfactory completion of this term's work:

BACHELOR OF ARTS: Aldine Louise Baker, Betty Lou Berdahl, Barbara Ann Bryant, Betty Marie Carson, Florence Jane Coates, Franklin Roy Enquist, Harold Boyd France, Emmett Miller Gaulding, Jane Claire Gibeault, John Green, Frank Otto Grundler, Major Kelley Harmon, Jr., Janet Elizabeth Harrington, Rachel Emelie Harris, Alice Mildred Henry, Dwight McMillan Johnston, Janet Jones, Philip Richard Kelly, Virginia Morgan Kennedy, Elizabeth Knowlton, Robert Charles Langlotz, John Leon Liberman, Sara Elizabeth McCaslin, Robert Chesebrough MacCorkle, Jr., Robert Franklin McFall, Billy Moore Middlebrooks, Donald R. Murphy, Priscilla Lelia Parker, Georgia Elizabeth Phillips, Robert Maynard Pratt, Patricia Claire Pritchard, Dorothy Annis Robinson, James Alfred Roosevelt, Robert Tavenner Ruse, Lillian McDowell Ryan, Peter Holland Schoonmaker, John Pinkney Sharp, II, Rankin Leslie Shrewsbury, Eunice Antoinette Skinner, Jules Harrison Steffens, Susanne Stein, Janie May Stokely, Priscilla Marion Thompson, Albert Carrow Tolson, Elizabeth Mae Tomlinson, Mary Kathryn Trendle, Elizabeth Rae Watson, Paula Jenelle Wilhite, Robert Francis Whiston,

BACHELOR OF SCIENCE: Franklin Morton Cist, Helen Van Ingen Darling, Doyle Harry Darnold, Jr., Helen Jean Fluno, John Howard Gross,

BACHELOR OF MUSIC: Sylvia Lillian Dorothy Haimowitz, Marelle Haley, Erika Heyder, Winifred Rose Oren, Marion Ruth Russ, Anne Marion Searle, Daphne Aspinwall Takach, Lois Virginia Weidner, Presly Hyde Wetherell, Florence Louise Windham.

Miss Treat read the following recommendation of the Senior Committee for Jacob Edson Thompson: The Senior Committee is not at the present time prepared to recommend Jacob Edson Thompson for graduation but asks the privilege of recommending him provided the following requirements are fulfilled: (1) Rewrite letter which did not meet the standard required for graduation; (2) Complete all courses this term with a grade of average or better and make up incompletes in two seminars



for last term.

Miss Treat presented the following recommendation from the Senior Committee for Myron Hopkins Strong Affleck, Jr.: We are not prepared at this time to recommend Myron Affleck for graduation, but wish to make the following report: (1) He has not been in the Upper Division for the two terms required by the rule, nor has he completed his Upper Division Plan. We might recommend that the faculty waive this requirement if he had a good scholastic record. Such is not the case. Altogether he has passed 36  $\frac{2}{5}$  full courses, a bare margin above the minimum requirement. Of this number of courses 11  $\frac{2}{5}$  are of "D" grade and 1  $\frac{2}{5}$  of these are in his major field. He has only one "A" and five "B"s so that his average is below "C". He has only 25 full courses of "C" grade or better. (2) We further recommend that if he should complete his Upper Division Plan of May 26, 1942 before March 1, 1943, he be given his Bachelor of Arts Degree as of June, 1942. (3) We also recommend that he be allowed to appear with the present graduating class and have his name starred on the program. (4) If he is unable to return to Rollins for the fulfilment of his Upper Division Plan he should be allowed credit for equivalent work accomplished at another institution toward his requirements for a degree.

Miss Treat asked that report cards be returned promptly and that advisers see that all schedules of their advisees for the coming year and summer term are filed. Also that the blanks sent them be returned.

Dean Stone gave announcements for Commencement Week.

On the motion of Miss Packham it was voted that the "A" period be cut to one hour and the "D" period to fifty minutes on Tuesday on account of Class Day.

Dr. Beatty reported on the collection of money for a gift for Dean Anderson and asked those who had not been approached to contact him.

President Holt appointed Mr. Wattles to send the telegram of congratulation to Dean Anderson.

Dean Cleveland announced the dance on Saturday night.

Dr. Waddington presented the report of the Faculty Administrative Board on the revised schedule with one-hour periods.

President Holt spoke of the problems that had developed in connection with the two-hour period and warned against evils that might result from the adoption of a one-hour schedule.

On the motion of Mr. Weinberg the revised schedule was adopted unanimously.

Mr. Brown spoke on the subject of finances and said that the present indications were that checks would be forthcoming at least for the next two months. Both Mr. Brown and President Holt announced that the financial conditions were promising at the present time.

President Holt concluded the meeting with good wishes for the summer.

The meeting adjourned at 4:50 p. m.

Anna B. Treat,  
Secretary